



**NAETISL**

National Association of Educational Translators and  
Interpreters of Spoken Languages

# ADMINISTRATIVE ASSISTANT

## Job Description

The National Association of Educational Translators and Interpreters of Spoken Language (NAETISL) is growing, and we need passionate and purpose-driven people to join our team. We are looking for a Virtual Administrative Assistant to help plan and coordinate the day-to-day, administrative and operational activities for NAETISL. The Virtual Administrative Assistant is a customer service professional with an adaptive work style who is passionate about language access and language justice in education. Our ideal candidate is:

- Committed to supporting NAETISL's mission and vision
- Bilingual in any language(s)
- Willing to follow through initiatives and anticipate organizational needs
- Able to meet deadlines with minimal supervision
- A patient and warm person who can work effectively with various organizations and individuals in the U.S. and overseas
- An excellent communicator able to nurture relationships with all of our stakeholders

## Requirements

- High school diploma a must, college degree preferred
- A minimum of two years of experience as an interpreter or translator in education
- A minimum of two years administrative experience in a professional office setting
- Knowledge of principles and practices of organizations, records management, and general administration
- Proficient to advanced knowledge of Microsoft Word, Excel, PowerPoint, Zoom, Canva and Adobe, among others
- Experience managing executive calendars, travel and events
- Able to communicate in a professional manner with diverse populations orally and in writing
- Proficient at using and communicating through various social media platforms
- High level of organization, attention to detail, and ability to complete tasks independently
- Excellent computer literacy skills including digital marketing and graphic design tools
- Ability and willingness to follow instructions with minimal supervision
- Ability to anticipate workload and negotiate deadlines among managers and supervisors
- Experience working for a nonprofit organization is a plus

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### Core Responsibilities

- Handle project documentation and communication to support NAETISL's Committees, Board Members and Chairperson
- Read and analyze incoming messages, memos, letters, and reports to determine their significance and distribute appropriately
- Create and maintain project information and respond to inquiries from subcontractors and vendors at the beginning and throughout the duration of a project
- Coordinate invoice routing and monitor payments to subcontractors and vendors
- Collaborate with NAETISL's Committee Leaders to coordinate events, membership databases, social media communication and press releases
- Perform general administrative duties such as but not limited to, taking and distributing meeting minutes, managing schedules, coordinating travel arrangements, scheduling appointments with internal and external parties, and maintaining database records
- Perform other related duties as assigned. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities.

**Job Type:** Virtual, Part-Time (up to 20 hours per week).

**Pay:** Up to \$22,000 per year

### Benefits:

Virtual. Flexible schedule. Free admission to all of NAETISL's professional development opportunities. Not eligible for medical, dental or vision coverage.

To apply: Please send your resume and cover letter to [naetisleditor@gmail.com](mailto:naetisleditor@gmail.com) by December 15, 2022.

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